



Guidelines for Purchasing Property in Solivita

- ❖ **No new homeowner walk-ins will be processed in the Membership Office unless paperwork has been submitted prior to their visit.**

For a smooth transition into the Solivita Community, it is necessary that the following registrations are provided at least two weeks prior to the closing date. When submitted to the Membership Office, acknowledgement of receipt will be provided and records will be created pending the purchase. This information provides the base for the new resident records in the Membership and Gate House database and ensures a quick in-processing for new owners.

- Age Verification Form, completed including signatures of all new residents
- Driver Licenses for all new residents listed on the Age Verification Form
- Solivita Auto Registration Form
- State Registration for all cars, showing ownership or lessee for every vehicle
- Informed Consent for all new residents
- PAR-Q for all new residents

- ❖ **There must be one person 55 years or better occupying the home.**

- ❖ After closing, **ONE** of the following documents are required for proof of ownership:

- Final Closing Disclosure Statement – signed by buyer and seller
- Final HUD Statement – signed by buyer and seller
- ALTA Settlement Statement – Combined - signed by buyer and seller
- Warranty Deed, recorded by Polk County – usually not immediately available

The closing document may be emailed to the Membership Office directly from the Title Company, or if title prefers, forwarded from your personal email account. New Residents may also provide them when they arrive in our office. Please note: records will NOT become active (or visible to the gates) until proof of ownership is provided. On Monday-Friday, Non-Active new residents should arrive at the Main Gate and state they are visiting with the Membership Office to complete new resident records.

Please note that all documents collected at Closing are sent to the Evergreen Corporate Office in Orlando and are not provided to the Membership Office. For this reason, the forms above need to be completed and submitted to the Membership Office.

- ❖ When new owners visit Membership, they will be provided with a new resident membership packet with detailed information on the Solivita Community, phone directory, maps, etc. New Resident Orientations are offered on Thursdays, by APPOINTMENT ONLY, in a group setting from 10 am to 11:30 am. Appointments can be made thru Membership or by calling Peggy Biwer at 863-420-5692.
- ❖ Resident ID Badges will also be provided for access to the amenities only when all forms have been provided with signatures. Two Memberships are included with the monthly Club Dues. Any

memberships over two require proof of residency prior to issuing ID's. Proof of residency would be a FL driver's license or FL State ID with the Solivita home address. Occupant ID's are \$15.00 per year and require proof of residency at renewal.

- ❖ It is important to provide all car registration information as License Plate Recognition is the new gate access system. There are cameras located in all resident lanes. The vehicle should be driven slowly up to the gate without stops and starts. The camera will read the information on the license plate and any ACTIVE records will allow entry. If resident records are active and gate access does not work properly, contact the Membership Office with: Date, time and name of gate. Membership will trouble shoot "read" errors on the gate cameras.
- ❖ Transponders are the old gate entry system and belong to the property. They should be transferred to any new owners at time of sale. Transponders are considered the "back-up" in the event new residents have trouble with License Plate Recognition. Transponders are no longer available in Administration.
- ❖ It is the responsibility of the Homeowner and Realtor to notify the Membership office when there is a purchase pending. The Membership Office works diligently to enable the smooth transition for all new residents, however, without the purchase pending information we cannot be prepared for new resident arrival at the gates or in the office. Remember, the Gate House cannot grant access to new residents or any visitors/deliveries if they cannot see their records. Only "active" records are visible to the Gates.
- ❖ Moving vans and trailers are not allowed to park overnight in resident driveways or on the streets. Parking permits can be purchased thru Membership for up to 4 nights only. PODS that are delivered to homes are only allowed on driveways and must contact the Compliance Department with delivery dates and length of time prior to delivery at 863-427-7032.
- ❖ If the home purchased is intended for lease, only the Tenants (those persons occupying the Home) shall be entitled to exercise the privileges of a Member with respect to such Home; however, the Owner and Lessee shall be jointly and severally liable for all Club Dues under the Solivita Club Plan, paragraph entitled, "Member." Homeowners are transferring the Club privileges and the gate access to this home over to the Lessee. Homeowners are not allowed to use their ID Badges, and use of transponders for this home are to be given to the Tenant during the term of the lease unless they own and occupy another Solivita property. Please contact the Membership Office for more information on leasing a property.
- ❖ Please remember to submit completed forms listed above for all that will occupy the home. This information may be submitted to SolivitaMembership@Evergreen-LM.com or fax these documents to the Solivita Homeowners Association at 863-496-4456.
 - **The application is validation that one person occupying the home is 55 or better.**
 - These forms are attached and also available at the Solivita Membership office and the Community Association office, which is located in the Administration Building, or on the Solivita HOA Website.

For additional information, please contact the Membership office at 863-427-7143, or 863-866-8690. Thank you for your cooperation.